

Date of Event_____

STEVENS COUNTY LIBRARY MULTI-PURPOSE ROOM RENTAL AGREEMENT

This contract and agreement is made and entered into this _____ day of _____,
20_____, by and between the Stevens County Library, whose address is 500 S. Monroe,
Hugoton KS 67951, and
_____, (hereinafter referred to as “Lessee”),
whose address and phone number are

WITNESSETH:

The Stevens County Library does hereby rent to Lessee the part of the Stevens County Library Multi-Purpose room requested. This Rental Agreement shall be restricted to dates, times and purposes specified by the Stevens County Library. The use of the premises is subject to the following provisions:

AVAILABILITY:

- The Stevens County Library welcomes the use of its multi-purpose area and/or computer lab for activities of a civic, educational, or social nature.
- The multi-purpose room is available to nonprofit organizations regardless of the beliefs or affiliations of their members. Duly constituted continuing political groups may use the room, but temporary committees for the advancement of an individual’s success in a political campaign shall be denied such use. Profit-making organizations are not eligible to schedule the multi-purpose room.
- Classes, programs and activities presented by the Stevens County Library will have first priority on a scheduled basis for the use of library facilities. Any library displays and/or decorations in the multi-purpose room at the time of the meeting are considered a part of the room, and cannot be changed or moved.
- The Stevens County Library reserves the right to prohibit use of the facilities by those who have, in the past, damaged, created disturbances, or in any way failed to properly use or maintain the facility. Failure to pay the use fee will also prevent future use of the facilities by that person or organization.
- All events and activities are subject to Director Approval

SCHEDULING:

- The Multi-Purpose Room must be reserved in advance. Anyone using the room without a paid reservation will be charged double.
- Signed agreement and payment must be in Stevens County Library Director’s office one week prior to renting. No one will be allowed to rent the Multi-Purpose room or change dates without at least one week’s notice.
- Arrangements for after-hours use of the room must made at least two weeks in advance.
- Use of the Multi-Purpose Room must cease by 10:30 p.m.

Renter’s initials_____

- The Multi-Purpose Room will not be available on any library designated holidays.
 - January 1 New Year's Day
 - Third Monday of February Presidents' Day
 - Friday before Easter Sunday Good Friday
 - Last Sunday/Monday in May Memorial Day
 - July 4 Independence Day
 - First Monday in September Labor Day
 - Second Monday in October Columbus Day
 - Fourth Thursday in November Thanksgiving
 - Friday and Saturday following the Fourth Thursday in November
 - December 25 Christmas
 - Day before or after Christmas, as scheduled
- **There will be no refund for cancelling a reservation of the Multi-Purpose Room with less than 24 hours notice.**

RENTAL FEES:

- All room charges will be paid the day the agreement is signed. Cash, debit, and credit cards will be accepted. Checks will be accepted from local businesses, organizations, or charities. **No personal checks will be accepted.**
- Fifty dollars (\$50.00) will be charged for an event lasting up to four hours.
 - If the event exceeds the reserved time or the multi-purpose room requires cleaning, an additional fee of fifty dollars (\$50.00) will be assessed.
 - If equipment and/or furnishings are damaged, replacement fees will be assessed.
- One Hundred Dollars (\$100.00) will be charged for an event lasting more than four hours, and not exceeding eight hours.
 - If the event exceeds the reserved time or the multi-purpose room requires cleaning, an additional fee of fifty dollars (\$50.00) will be assessed.
 - If equipment and/or furnishings are damaged, replacement fees will be assessed.
- Use of the computer lab (only available during library hours) during any event will incur an additional twenty-five dollars (\$25.00) for four-hours and fifty dollars (\$50.00) for eight hours.
- **Food or drink offered during any event constitutes use of the kitchen**, and will incur a flat fee of twenty-five dollars (\$25.00.)
- Additional staff and/or security needed for any event will be paid by Lessee.
- Signed agreement, payment, and the rental checklist must be in Stevens County Library Director's office one week prior to renting. No one will be allowed to rent the Multi-Purpose room or change dates without at least one week's notice.

ROOM PREPARATION FEES

If it is necessary to set the room up prior to the scheduled event, charges will be applied.

Preparation for events must be during library hours.

- Multi-Purpose Room only - \$10.00 per hour (hourly fees not to exceed \$100.00 per day)
- Room and Kitchen - \$15.00 per hour (hourly fees not to exceed \$150.00 per day)

Renter's initials

KEYS

- Key(s) will be checked out to Lessee if the event is to be used outside regular library hours. Lessee **MUST** have a valid library card and/or current Driver's License to be issued a key.
- Lessee will be responsible for picking up a key during regular library hours and returning the key within 24 hours of the end of the event.
- Failure to return key(s) within 24 hours of the end of the event will result in an additional fee of twenty-five dollars (\$25.00). (Key(s) can be returned to the book drop at the front of the building immediately after the event.)
- Loss of key will require rekeying of the library. A \$500.00 fee for the cost of rekeying will be the responsibility of Lessee.

ROOM SETUP AND TEARDOWN

- Lessee is responsible for setting up, tearing down, and moving tables, chairs, etc.
- Lessee is responsible for restoring room to the order in which it was found.
- Lessee is required to remove all trash, clean any spilled food or drink and follow posted cleaning instructions.
- Organizations requiring audiovisual equipment will make their own arrangements; the Stevens County Library will provide equipment if possible. (See registration form)
- An event that requires preparation the night before, will be charged the rate the room is unavailable to others. For example, if the event begins at noon and preparation is made the night before, the charge will be for an 8-hour event.

ADMISSION

- All admission charges must be pre-approved by the director on a case-by-case basis.
- No collection may be taken during any event.
- No product may be sold, except in payment for materials required for educational or group discussion use, i.e. book club materials.

MISCELLANEOUS

- Youth organizations must have two adult supervisors (over 21 years of age) in attendance at all times.
- No group or organization will discriminate based on race, color, national origin, gender, religion, age, or handicapped status in the provision of service.
 - Each group shall be responsible for providing qualified interpreters and/or auxiliary aids requested by a disabled individual
 - Publicity by the group about the event should indicate that the group would arrange for assistance if a request were made in advance of the event.
- All publicity must carry the name of the organization sponsoring the event.
 - Printed materials must be approved by the Library Director.
 - Neither name nor address of the Stevens County Library may be used as the official address or headquarters of the organization.
 - No program may be broadcast or televised without the permission of the Director.

Renter's initials_____

PROHIBITED USAGE

- Any purpose which may interfere with the regular operations of the Stevens County Library.
- Programs involving sales, advertising, solicitation, or promotion of commercial products or services.
- Programs or events that are religious in nature.
- Programs for which there is an admission charge, or those designated as fund-raisers.
- Decorations attached to walls and/or ceilings, i.e. bunting or piñatas
- Open flames, including lighters, candles; pyrotechnics, smoke machines, bubble machines, etc.
- Unattended children, or children outside the event space.
- Noise and volume exceeding moderate levels.
- Storage of materials or equipment.
- Events that include alcohol. All Stevens County properties are alcohol free.
- Smoking, e-cigarettes, and vaping. All Stevens County properties are smoke-free.
- Weapons of any kind.

COMPLIANCE WITH RULES:

- Lessee, guests, invitees, employees and agents shall comply with all county, state, and federal laws, rules, and regulations while using the Stevens County Library Multi-Purpose Room.
- The facility may not be rented for anyone other than the signer of the Rental agreement.
- Lessee shall be responsible for enforcing the guidelines and rules set forth, and shall promptly report to the Stevens County Library any incidents which might adversely affect the facility. Lessee agrees to instruct any persons attending any event of the rules and instruct them to abide by same. Anyone violating the terms of this Agreement is subject to removal from the premises by the Lessor.
- The Stevens County Library reserves the right to deny any request for use of the facility if complaints or reports of damage are received.

ATTORNEY FEES:

In the event the Stevens County Library requires the services of an attorney to pursue any remedies available under this Agreement against the Lessee, including filing a lawsuit, and Lessee is determined by a court to be in default hereunder, the Lessee shall pay all cost and expenses, including, but not limited to, attorney's fees, incurred by the Stevens County Library in the enforcement of this agreement.

AMENDMENTS:

No amendments of change to this Agreement shall be effective unless made in writing and signed by both parties.

Approved 03.08.2019

Renter's initials_____

STEVENS COUNTY LIBRARY **MULTI-PURPOSE ROOM** RENTAL AGREEMENT

Date of Event_____

STEVENS COUNTY:

By: Stevens County Library

Staff:_____

Date:_____

Lessee Address

LESSEE:

By:(Signature)_____

Print Name:_____

Date:_____

Phone

Lessee Photo I. D. Number and I.D. Type presented

Date(s) of Stevens County Library Multi-Purpose Room Reservation:

Meeting Room Space requested

- | | | |
|---|----------|-------|
| ☐ 4-hour Meeting room only | \$50.00 | _____ |
| ☐ 4-hour Meeting room with food | \$75.00 | _____ |
| ☐ 8-hour Meeting room only | \$100.00 | _____ |
| ☐ 8-hour Meeting room with food | \$125.00 | _____ |
| ☐ 4-hour Meeting room and computer lab | \$75.00 | _____ |
| ☐ 8-hour Meeting room and computer lab | \$150.00 | _____ |
| ☐ Other _____ | | _____ |

Preparation Fees

- | | | | |
|---|------------------|------------|-------|
| ☐ Meeting room only | \$10.00 per hour | _____ hrs. | _____ |
| ☐ Meeting room and kitchen | \$15.00 per hour | _____ hrs. | _____ |

Equipment requested

- ☐ Television
- ☐ Piano

Rental Amount Received_____Date_____

Rental Fee Received by:_____

~~~~~

Renter's initials\_\_\_\_\_

Room checked by \_\_\_\_\_ Date \_\_\_\_\_

Additional Charges: \_\_\_\_\_ hours at \_\_\_\_\_ per hour

Additional Payment Due: \_\_\_\_\_

Payment Received by: \_\_\_\_\_ Date \_\_\_\_\_

Initials: p.1 \_\_\_\_\_ p. 2 \_\_\_\_\_ p. 3 \_\_\_\_\_ p. 4 \_\_\_\_\_ p. 5 \_\_\_\_\_

Date of Reservation \_\_\_\_\_

Renter's initials \_\_\_\_\_

## STEVENS COUNTY LIBRARY KANSAS ROOM RENTAL AGREEMENT

This contract and agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Stevens County Library, whose address is 500 S. Monroe, Hugoton KS 67951, and \_\_\_\_\_, (hereinafter referred to as "Lessee"), whose address and phone number are \_\_\_\_\_

### WITNESSETH:

The Stevens County Library does hereby rent to Lessee the Stevens County Library Kansas Room. This Rental Agreement shall be restricted to dates, times and purposes specified by the Stevens County Library. The use of the premises is subject to the following provisions:

### AVAILABILITY:

- The Stevens County Library welcomes the use of the Kansas Room for activities of a civic or educational nature. The Kansas Room is only available during regular library hours.
- The Kansas room is available to nonprofit organizations regardless of the beliefs or affiliations of their members. Duly constituted continuing political groups may use the room, but temporary committees for the advancement of an individual's success in a political campaign shall be denied such use. Profit-making organizations are not eligible to schedule the Kansas Room.
- Classes, programs and activities presented by the Stevens County Library will have first priority on a scheduled basis for the use of library facilities. Any library displays and/or decorations in the Kansas Room at the time of the meeting are considered a part of the room, and cannot be changed or moved.
- The Stevens County Library reserves the right to prohibit use of the facilities by those who have, in the past, damaged, created disturbances, or in any way failed to properly use or maintain the facility.

### SCHEDULING:

- The Kansas Room need not be reserved in advance. However, it is on a first-come first-served basis. Therefore, prior reservation is recommended.
- There will be no event before or after regular library business hours
- The Kansas Room will not be available on any library designated holidays or any days the library is not normally open for business.

### RENTAL FEES:

- There is no rental fee for use of the Kansas Room
  - If the Kansas Room requires cleaning, a fee of fifty dollars (\$50.00) will be assessed.
  - If equipment and/or furnishings are damaged, replacement fees will be assessed.
- Additional staff and/or security needed for any event will be paid by Lessee.

Renter's initials \_\_\_\_\_

## **ADMISSION**

- No admission fee may be charged, nor a collection be taken during an event.
- No product may be sold, except in payment for materials required for educational or group discussion use, i.e. book club materials.

## **ROOM SETUP AND TEARDOWN**

- Lessee is responsible for setting up, tearing down, and moving tables, chairs, etc.
- Lessee is responsible for restoring room to the order in which it was found.
- Lessee is required to remove all trash, clean any spilled food or drink and follow posted cleaning instructions.
- Organizations requiring audiovisual equipment will make their own arrangements; the Stevens County Library will provide equipment if possible. (See registration form)

## **MISCELLANEOUS**

- Youth organizations must have two adult supervisors (over 21 years of age) in attendance at all times.
- No group or organization will discriminate based on race, color, national origin, gender, religion, age, or handicapped status in the provision of service.
  - Each group shall be responsible for providing qualified interpreters and/or auxiliary aids requested by a disabled individual
  - Publicity by the group about the event should indicate that the group would arrange for assistance if a request were made in advance of the event.
- All publicity must carry the name of the organization sponsoring the event.
  - Printed materials must be approved by the Library Director.
  - Neither name nor address of the Stevens County Library may be used as the official address or headquarters of the organization.
  - No program may be broadcast or televised without the permission of the Director.

## **PROHIBITED USAGE**

- Any purpose which may interfere with the regular operations of the Stevens County Library.
- Programs involving sales, advertising, solicitation, or promotion of commercial products or services.
- Programs or events that are religious in nature.
- Programs for which there is an admission charge, or those designated as fund-raisers.
- Social events
- Decorations attached to walls and/or ceilings, i.e. bunting or piñatas
- Open flames.
- Unattended children, or children outside the event space.
- Noise and volume exceeding moderate levels.
- Storage of materials or equipment.
- Events that include alcohol. All Stevens County properties are alcohol free.
- Smoking, e-cigarettes, and vaping. All Stevens County properties are smoke-free.

## **COMPLIANCE WITH RULES:**

- Lessee, guests, invitees, employees and agents shall comply with all county, state, and federal laws, rules, and regulations while using the Stevens County Library Kansas Room.

Renter's initials\_\_\_\_\_

- The facility may not be rented for anyone other than the signer of the Rental agreement.
- Lessee shall be responsible for enforcing the guidelines and rules set forth, and shall promptly report to the Stevens County Library any incidents which might adversely affect the facility. Lessee agrees to instruct any persons attending any event of the rules and instruct them to abide by same. Anyone violating the terms of this Agreement is subject to removal from the premises by the Lessor.
- The Stevens County Library reserves the right to deny any request for use of the facility if complaints or reports of damage are received.

**ATTORNEY FEES:**

In the event the Stevens County Library requires the services of an attorney to pursue any remedies available under this Agreement against the Lessee, including filing a lawsuit, and Lessee is determined by a court to be in default hereunder, the Lessee shall pay all cost and expenses, including, but not limited to, attorney's fees, incurred by the Stevens County Library in the enforcement of this agreement.

**AMENDMENTS:**

No amendments of change to this Agreement shall be effective unless made in writing and signed by both parties.

Approved 03.08.2019

Renter's initials\_\_\_\_\_

STEVENS COUNTY LIBRARY **KANSAS ROOM** RENTAL AGREEMENT

EXECUTED ON THE DAY AND YEAR WRITTEN ABOVE.

**STEVENS COUNTY:**

By: Stevens County Library

Staff: \_\_\_\_\_

Date: \_\_\_\_\_

**LESSEE:**

By:(Signature)\_\_\_\_\_

Print Name:\_\_\_\_\_

Date:\_\_\_\_\_

Lessee Photo I. D. Number and I.D. Type presented

\_\_\_\_\_

Date(s) of Stevens County Library Kansas Room Reservation:

\_\_\_\_\_

\_\_\_\_\_

Meeting Room Space requested

☐ Meeting room only

Equipment requested

☐ Television

Rental Amount Received \_\_\_\_\_ Date \_\_\_\_\_

Rental Fee Received by: \_\_\_\_\_

Room checked by \_\_\_\_\_ Date \_\_\_\_\_

Additional Charges: \_\_\_\_\_ hours at \_\_\_\_\_ per hour

Additional Payment Due: \_\_\_\_\_

Payment Received by: \_\_\_\_\_ Date \_\_\_\_\_

Renter's initials \_\_\_\_\_